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MINUTES OF MEETING (CONFIDENTIAL)

STAFF MEETING

3 January 1958

1. In his introductory comments, Colonel White indicated that he would like to devote this meeting to the discussion of work plans for 1958 and objectives which should be achieved during the year, and thus felt that the meeting should be attended by the Chiefs of Support for the DD/P Operating Divisions and Senior Staffs. He requested that each component organize work schedules and establish target dates for completion of objectives which were to be discussed.

25X1 2. The first portion of the meeting was devoted to matters which are of a continuing interest and cannot be concluded during 1958, but on which substantial progress should be made. The items discussed were as follows:

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[ ] a. The Financial Management Improvement Program, including the adoption of the Cost Based Budget and Financial Property Accountability. While the Program is primarily the responsibility of the Comptroller and the Office of Logistics, it will eventually touch all offices, and their cooperation is expected.

25X1 [ ] b. Cost consciousness. Because of the current budget and personnel limitations, it is essential that each component develop an awareness of the cost of the various requirements which are levied against them, and effect savings wherever possible. The cost of operating the printing and reproduction facilities was cited as an example.

c. Paperwork within the Agency, and the need to eliminate that which is not essential.

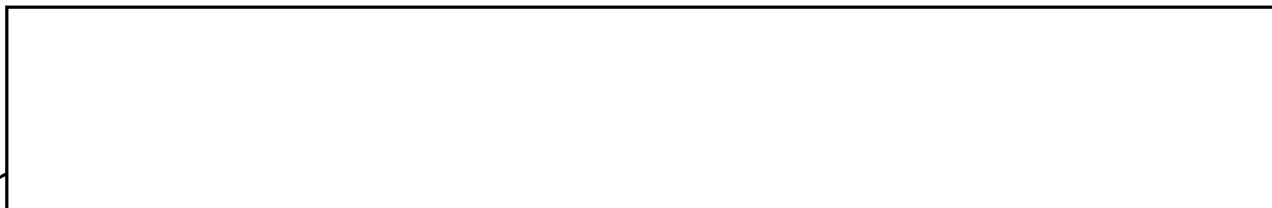
n.c. d. Personnel procedures. Colonel White discussed the necessity to streamline our personnel procedures and to reduce personnel T/O's. It is recognized that complete standardization is not possible because of the varying circumstances in each component. In achieving this objective the Director of Personnel will need the cooperation of each Office Head.

n.c. e. Tangible benefits for the Career Staff; retirement legislation. With respect to early retirement legislation, Colonel White indicated that no attempts would be made to obtain such legislation during 1958, but that he expected definite progress in the formulation of proposed policies. A necessary prerequisite to such legislation is the development of reasonable criteria to identify the individuals or groups who will be eligible for early retirement.

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2f as a result of the revision of overtime policies. [redacted] [redacted] some of the practical considerations encountered in FE Division, and observed that revised policies were particularly appropriate with respect to field stations. 25X

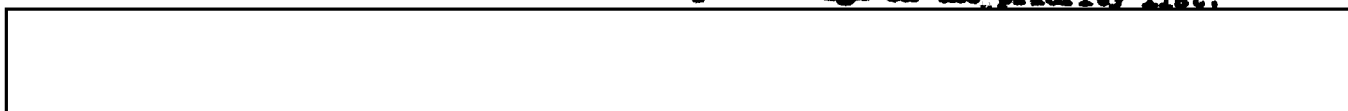
TAS b. Regulations. Colonel White indicated that, although our present regulations are on a sound basis, it is necessary that greater progress be made in the implementation. It was requested that Office Heads develop a work plan and schedules for the completion of this task. He also indicated that efforts were being made to accelerate the issuance of a manual of regulations for use at small stations.

n.c. c. The Dependents Medical Care Program is currently being developed and should be given expeditious treatment.

n.c. d. R & R Programs. The purpose of these programs is to improve work efficiency. The objective must be achieved in the most economical way, recognizing that different problems will be encountered in different locales. It was noted that the program is intended to apply not only to hardship posts, but to positions of extreme pressure at any post. Programs have already been approved for three Area Divisions, and early submission of proposed plans for the other Divisions is expected.

n.c. e. The development of effective policies and procedures for eliminating substandard personnel.

25X1 n.c. f. Implementation of staffing patterns or flexible T/O's. This has long been delayed and should be placed high on the priority list.



holder briefing 1/1/71 h. Contracting for services in lieu of using staff employees. Examples were cited to indicate how benefits could sometimes be obtained by contracting for services rather than using staff employees, particularly in housekeeping functions. ILLEGIB



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